INDUSTRIAL SAFETY TRAINERS

DAILY PRE-USE INSPECTION FOR FORKLIFTS.

ENSURE THAT YOU HAVE INSPECTED THIS TRUCK BEFORE USING IT FOR THE FIRST TIME THIS SHIFT. DOCUMENT YOUR INSPECTION BELOW.

NOTE: EACH OPERATOR USING A FORKLIFT MUST PERFORM A PRE-USE INSPECTION

Indicate an **X** where there is a problem detected

Truck # _____ **Capacity:**_____ **Hour Meter:** _____

CAUTION: Operators are responsible for ensuring that the forklift is in proper operating condition and to report any defects to their supervisor. IF NECESSARY – LOCK OUT EQUIPMENT TO PREVENT ACCIDENTAL USE

VISUAL INSPECTION

- **Battery**
  - Vent Caps
  - Connectors
  - Cables
  - Battery Retainer Plate
- **Propane**
  - Relief Valve
  - Fuel Level
  - No Leaks
  - Safety Straps
- **Engine Compartment**
  - Oil
  - Radiator
  - Air Filter
  - Fan Belt
- **Base Straddle Leg** (If applies)
  - Rear Tires
  - Front Tires
  - Load Wheel
  - Forks
  - Fork Locking Pins
  - Carriage Mast
  - Cylinder Lift
  - Lift Chains
  - Tilt
  - Reach
  - Overhead Guard
  - Drive Wheel
  - Compartment Door
  - Castor Wheel
  - Hydraulic Oil
  - Seat and Belts

OPERATIONAL INSPECTION

- **Listen for Unusual Noise**
- **Check Parking Brake**
- **Lifting Control**
- **Forward control**
  - Accelerators
  - Steering
  - Braking
- **Reverse Control**
  - Accelerator
  - Steering
  - Braking
  - Backup Alarm
- **Lights**
- **Horn**
- **Gauges**
- **Oil Spots on the Floor**

DATE	TIME	OPERATORS SIGNATURE	COMMENTS

To be completed by designated operators and when form is completed IT MUST be forwarded to your Shift Supervisor.

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